



PTA Board Positions

Executive Board

*All Executive Board members attend monthly Board meetings

Committee	Description
President	Oversees PTA
Vice President	Oversees Fundraising Committees
Director of School Support	Oversees Support Committees
Secretary	Records and distributes minutes for Board of Director and Board meetings. Oversees Administration Committees and PTA membership.
Treasurer	Manages the books for the PTA. Writes checks, keeps records, manages budget.
Financial Secretary	Supports Treasurer and is responsible for PTA deposits. Will roll into Treasurer position following year.
Audit Committee Chair	Manages Building Blocks committee meetings and keeps track of Building Blocks expenditures. Oversees audits of the PTA books.
Director of Communications	Manages PTA branding and messaging. Oversees Marketing and Communications committees.
Director of Events Enrichment	Oversees PTA Special Events and Student Enrichment committees.
Past President	Advises President and Board of Directors.

Fundraising

Committee	Description
Building Blocks	Coordinates annual fundraising campaign to generate direct donations to school for capital expenses and school needs.
Community Partners/ Spirit Events	Facilitates the development of community partnerships to benefit Selwyn students (e.g. Harris Teeter Together in Education, Amazon Smile, Box Tops). Also coordinates with area businesses to set up community building events for the Selwyn families. (e.g. dining out nights, spirit night at area sporting events, shopping events).
Corporate Sponsorships/ Fundraising	Manages fundraising efforts with local businesses to sponsor Selwyn's operating and capital expense budgets. Responsible for collecting agreed upon donations and creating logo graphic to be used on field trip t-shirts, Eagle Emails, carpool banner, etc.

Red Ribbon Reading	Coordinates the summer enrichment program, which raises funds to support the PTA operating budget.
School Store	Sells Selwyn merchandise at school events, online, and at other scheduled times. Tracks and reorders inventory.
Square One Art	Coordinates with the Art Teacher and Square One Art vendor on the annual Fall sale of student artwork on everyday items.

Marketing and Communications

Committee	Description
Directory	Assimilates all directory information in a timely manner for publication of the annual student directory published in the Fall.
Eagle Email	Assimilates PTA Communications and sends out weekly PTA updates via email.
Prospective Parents	Coordinates Fall Prospective Parents Open House and Beginners' Day in the Spring. Organizes Popsicles on the Playground for Kindergarten families and other Kindergarten gatherings..
Social Media	Posts PTA information and activities to Social Media sites.
Graphic Design	Assists committees as needed with new or updated graphics/banners/tshirt designs.
Yearbook & Photography	Develops yearbook. Roles are layout editor, business manager, and photography coordinator. Coordinates and ensures that photo documentation occurs for major school and PTA events. Works closely with other committees as needed.

Special Events

Committee	Description
Fifth Grade Events	Coordinates all special events and activities for the 5 th grade class.
International Day	Organizes and coordinates International Day (volunteers, performers, booths, passports, etc.) for students.
Kids' Voting	Organizes and coordinates volunteers for annual school-wide voting event. Tasks include setting up voting stations, tallying votes, and engaging Selwyn students in the voting process.
Parent Party	Organizes annual off campus Parent Party.
Red and Blue Day	Organizes and Coordinates the Red and Blue days for all Selwyn students held at the end of year. Works closely with PE Teacher for needs and handles ordering items.

Selwyn Celebrates the Arts/ Art Support	Organizes a cultural arts event held in the Spring featuring student art work and musical performances. Works closely with Art Teacher to mount and rotate artwork throughout campus and maintain display cases in rotunda.
Selwyn Family Fun	Organizes free family fun events such as Fall Festival and Fun Run.
Sweetheart Dance	Plans the annual Sweetheart Dance, organizes vendors and volunteers.

Student Enrichment

Committee	Description
Children's Theatre and Cultural Arts	Coordinates field trips for all grades to the Children's Theatre of Charlotte and residency programs for grades K-3 if budget allows.
Nature Trails and Tales	Works closely with teachers to coordinate and present supplemental curriculum through "hands-on" nature study.
Outreach/Inreach	Creates community awareness for children at Selwyn through volunteerism and education.
Selwyn School Play	Coordinates and organizes the Selwyn School 5th grade play.
Selwyn Science & Makerspace Support	Provides support and assistance to the Science Lab and teachers. Tasks include organizing science materials, maintaining the lab closets, assisting with purchase of supplies, and facilitating teacher participation in lab activities. Same for Makerspace.
Student Recognition	Designs honors/awards with administration to recognize students on a quarterly basis.

Support

Committee	Description
A-Team & VI Support	Provides support to teachers in extension and visually impaired classes.
Campus Beautification	Maintains planting and seasonal decorations throughout campus. Organizes campus clean-ups.
Critical Needs	Works closely with our school counselor to help meet the needs of Selwyn families who are dealing with a crisis or emergency situation.
Data Support	Provides support to PTA chairs and committees who need IT assistance. Helps maintain and organize all online form information.
Volunteer Coordinator	Organizes parent volunteers, pairing their interests and talents with the needs of our school. Tallies volunteer hours monthly. Creates volunteer sign ups for various committees
Field Trip Coordinators	Works with the teachers to coordinate field trips for grades K-4 including reserving charter buses and collecting field trip money.

Hospitality	Provides food and drinks for various events throughout the school year.
Legal	Advises PTA on an as-needed basis.
Lunch Buddies	Coordinates with a Myers Park contact to match up lunches with Selwyn students in need of mentoring/support with high school volunteers. List of students comes from Selwyn principal.
Media & Music Support	Provides weekly support and assistance to Media Specialist. Tasks include shelving books. Coordinates volunteers as needed to provide support and assistance to Music Teacher. Tasks include preparing for special programs throughout the year.
Office Support & Tours	Coordinates and trains volunteers to assist staff in the front office. Responsible for lost and found. Coordinates and trains volunteers to give tours throughout the school year.
Room Parent Coordinators	Coordinates, trains, supports, and communicates with Room Parents.
School Supplies	Coordinates with teachers on the school supplies needed for each grade, organizes orders for school supply kits and distributes the orders for Meet Your Teacher.
Staff Appreciation	Coordinates Staff Appreciation Week, staff appreciation luncheons (August and June), holiday gifts, and various "treats" throughout the year.
T-Shirt Coordinator	Collects class sizes from back-to-school forms. Coordinates T-shirt design with corporate sponsors and graphic design coordinator for yearly Selwyn t-shirt distributed at Red Ribbon Reading. T-shirts used for field trips and Selwyn events.
Tutoring / Learning Buddies	Recruits and coordinates volunteer tutors to assist teachers in meeting students' individual academic needs.